



**State of Wisconsin**  
**Department of Administration**

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**FIN302: Advanced Voucher**  
**Processing**  
**Training Guide**

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## Course Introduction

### Introduction

The Advanced Voucher Processing course discusses voucher creation via uploads as well as voucher posting, unposting, deletion and closure. It also covers error monitoring and the AP workflow.

This course consists of the following modules:

- Module 1: Advanced Voucher Processing
- Module 2: AP Workflow

### Objectives

After completing this course, the user will be able to:

- Upload a Voucher within PeopleSoft.
- Delete Vouchers in bulk within PeopleSoft.
- Create a Reversal Voucher to correct errors.
- Enter an Adjustment Voucher as needed.
- Post a Voucher within PeopleSoft.
- Unpost a Voucher in order to make appropriate adjustments.
- Close a Voucher at the end of the Voucher process.
- Describe the Accounts Payable Workflow in PeopleSoft.

## Course Introduction (Cont.)

### Roles and Responsibilities

The following roles are associated with this course:

- **Agency Accounts Payable (AP) Processor:** The Agency AP Processor will be responsible for entering, researching, deleting, and correcting vouchers.
- **Agency AP Maintainer:** The Agency AP Maintainer will be responsible for any AP Supervisor tasks and setting up and maintaining control groups, correcting vouchers and managing matching. Will also be responsible for commitment control activities.
- **Agency AP Supervisor:** The Agency AP Supervisor will be responsible for understanding the task of the AP Processor. This will include posting, un-posting for vouchers with a payment method of check, and for releasing holds.
- **Agency AP Approver:** The Agency AP Approver will be responsible for approving vouchers through workflow. Approval levels will be defined through role configuration.
- **Agency Ad Hoc Approver:** Responsible for approving vouchers that are assigned to them by the Agency Accounts Payable Approver
- **AP Reporter:** AP Reporters will be able to run AP transactional and vendor reports.
- **Agency Payment Requester:** Create requests for payments outside of the purchasing/payables module and to run them with minimum knowledge of the Payables product. Aimed for end users on the field or with no Accounts Payable knowledge or access.
- **Viewers:** The Viewer will be able to view voucher and payment information.
- **Workflow Administrator:** The AP Workflow Administrator will be responsible for reassigning AP worklist items as needed.
- **State AP Maintainer:** The State Controller's Office AP Maintainer will be responsible for posting manual payments.

## Activities

### Introduction

You will take part in three levels of group and individual activities throughout this course: Instructor Demonstrations, Training Exercises, and Challenges. The definitions and descriptions of each are below.

### Activity 1: Instructor Demo



Instructor demonstration activities involve a walk-through of procedures. Your instructor will show you how to perform these activities while you follow along.

### Activity 2: Training Exercises



You will determine how to perform an activity by following either the User Productivity Kits (UPKs) or data sheets, and by using the training materials as reference tools. You can perform Training Exercises individually or in groups, as directed by your instructor.

### Activity 3: Challenges



Challenges do not contain step-by-step instructions. Instead, this is a self-led activity in which you will be provided the minimum amount of information required to perform a transaction. You also may refer to the provided data worksheet for this activity. This document provides all the information you need to complete the activity.

## Module 1: Advanced Voucher Processing

### Objectives

After completing this module, the user will be able to:

- Upload a Voucher within PeopleSoft.
- Delete Vouchers in bulk within PeopleSoft.
- Create a Reversal Voucher to correct errors.
- Enter an Adjustment Voucher as needed.
- Post a Voucher within PeopleSoft.
- Unpost a Voucher in order to make appropriate adjustments.
- Close a Voucher at the end of the Voucher process.

### Lessons

This module includes the following lessons:

- Uploading Vouchers
- Creating a Reversal Voucher
- Entering an Adjustment Voucher
- Posting a Voucher
- Unposting a Voucher
- Closing a Voucher

## Module 1: Advanced Voucher Processing

### Key Terms



The following key terms are used in this module:

Term	Definition
Budget-Checking	The process of validating voucher amounts against the relevant budget amount.
Business Unit	An operational subset of an organization that enables planning of operations based on the way the organization functions. For Wisconsin, each agency is a business unit.
Chartfields	Descriptors used to categorize transactions in the PeopleSoft system. Examples include account, fund, appropriation, etc.
Combination Editing	The process of checking to see if a voucher has an allowable combination of Chartfields, e.g. fund and appropriation.
Control group	A set of Vouchers that share similar processing rules. Use of control groups are optional and dependent on the agency.
Matched Voucher	A Voucher that has been matched with appropriate document such as a purchase order receipt.

## Uploading Vouchers

### Lecture

This lesson will review Uploading Vouchers.

Requests for payments to individuals, employees, suppliers, agencies, etc. are entered into PeopleSoft AP as vouchers. These vouchers are then processed for payment.

The goal of an effective voucher process is to:

1. Identify the payee and amount to be disbursed.
2. Allocate the expense to the proper accounting ChartField string.
3. Document the authorization and due diligence processes to ensure appropriate use of agency funds.



## Uploading Vouchers (Cont.)

### Lecture

The figure below shows the process flow of importing vouchers into PeopleSoft as it pertains to the AP Processor.

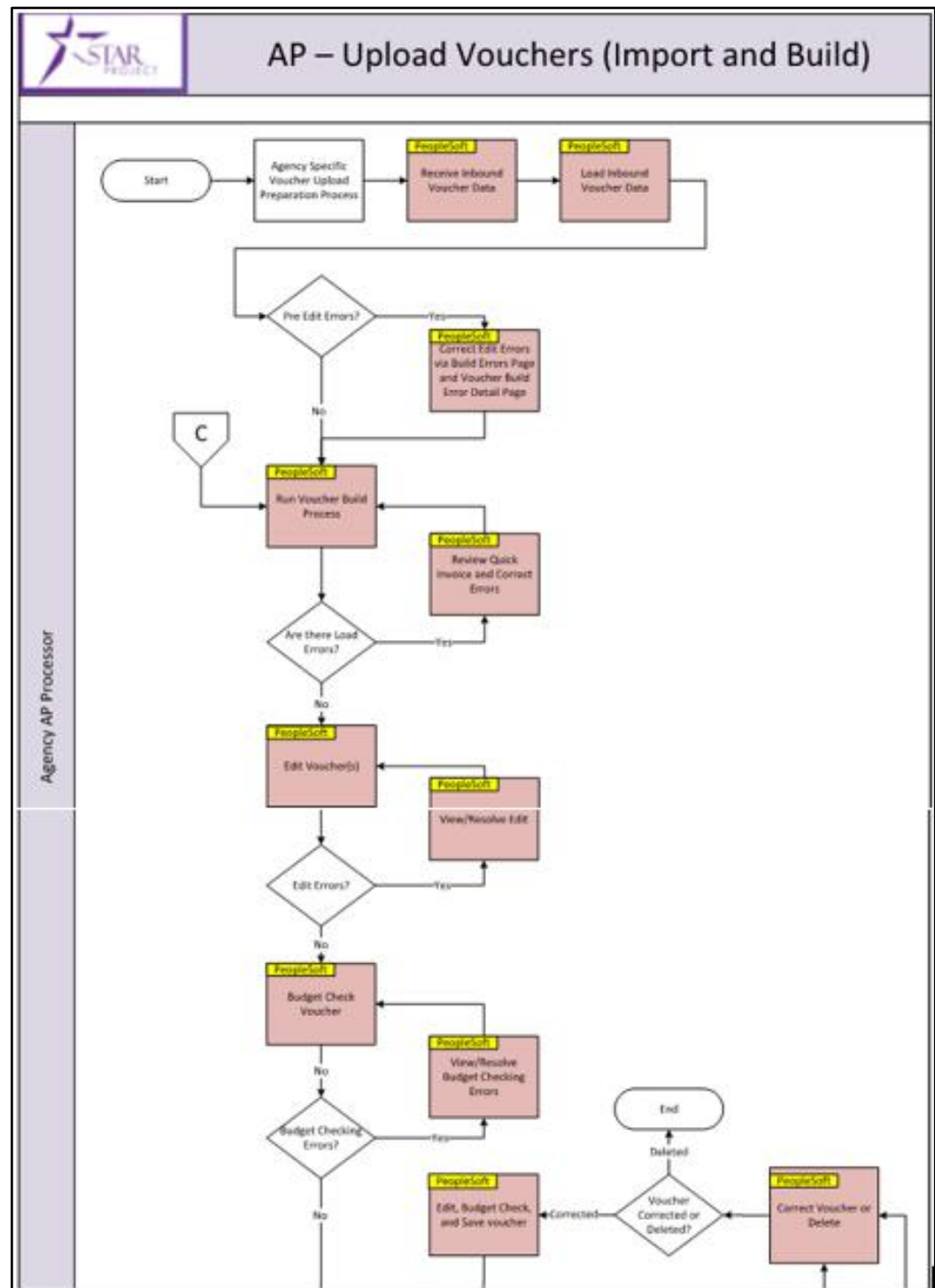


Figure 1: Upload Voucher(Import and Build)-Processor

## Uploading Vouchers (Cont.)

### Lecture

The figure below shows the bottom third of the process flow from the figure above. The flow captures the role Approvers play in the process.

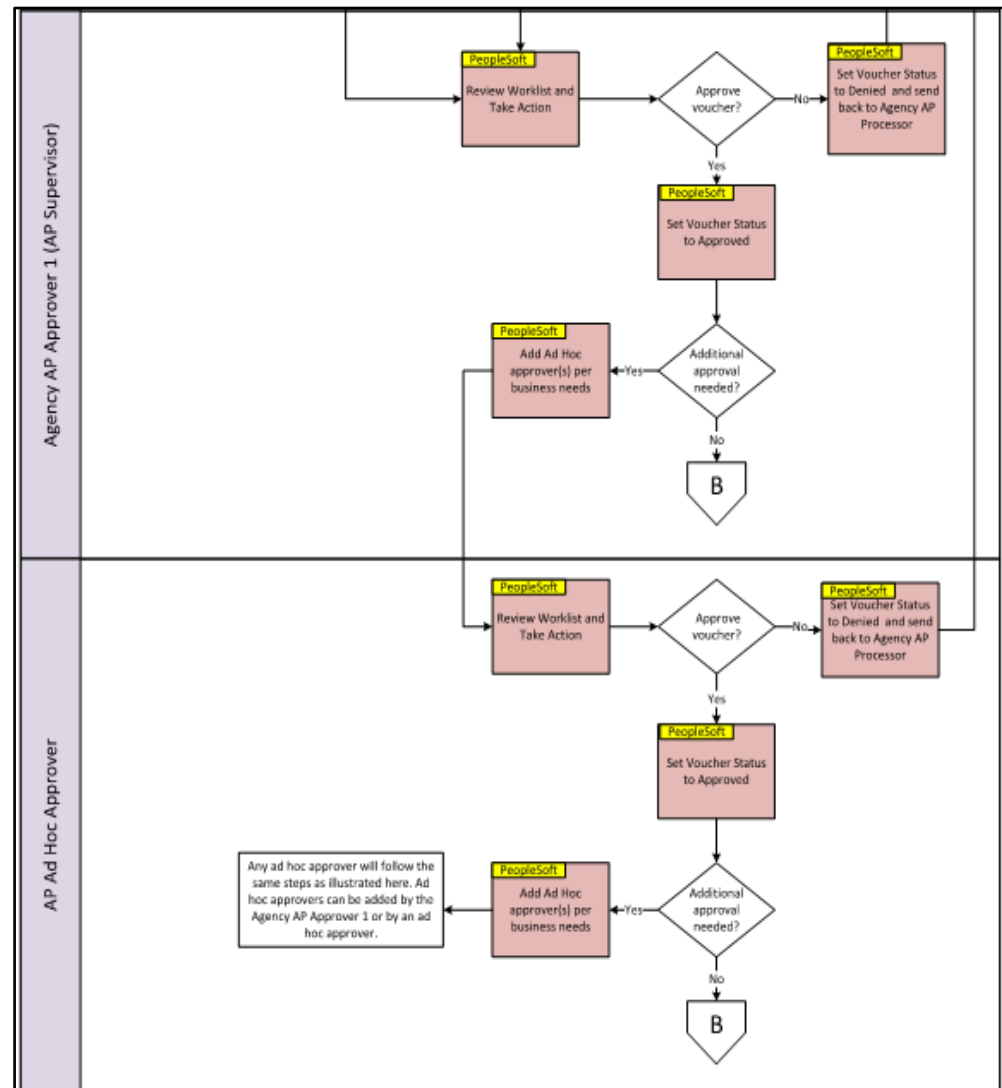


Figure 2: Upload Vouchers (Import and Build)- Approver

## Uploading Vouchers (Cont.)

# Lecture

There are two options for uploading vouchers in bulk: interfaced from source/third party systems or from Microsoft Excel. Both methods utilize PeopleSoft's Voucher Build process. Voucher Build is a program that builds vouchers entered from transaction sources.

Uploading data interfaced from third party system is a process that runs automatically in the background.

### Creating Vouchers via Excel:

In a typical scenario, the user will receive invoices from suppliers. The user will fill out the information in the excel voucher upload file and be responsible for ensuring accuracy, removing errors, etc.

The Spreadsheet Voucher workbook enables the user to enter Vouchers using Microsoft Excel and then upload them into the PeopleSoft database.

The ExcelUploadforVouchers.xlsm workbook is the PeopleSoft Spreadsheet Voucher Import user interface. It is used to prepare and enter Vouchers and then import them into the PeopleSoft database. The Data Entry Worksheet is where all transaction data is entered. Fields displayed on this worksheet are preconfigured.

[illegible]

Figure 3: Data Entry Worksheet

Enter data in the Data Entry Worksheet. Columns are color coded depending on the corresponding voucher section. The section and color combinations are as follows:

- Header: Light Blue
- Line: Yellow
- Distribution: Purple
- Payment information: Green

## Uploading Vouchers (Cont.)

### Lecture

A voucher can only have one header, represented by one row in the light blue section, and one payment, represented by one row in the green section. For each voucher header, multiple voucher lines, represented by rows in the yellow section, may exist. Multiple distributions, represented by rows in the purple section, may exist for each voucher line.

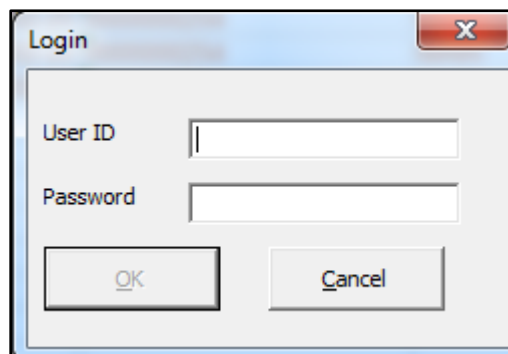
A representative diagram of the Data Entry Worksheet structure is shown below.

Header Section	Line Section	Distribution Section	Payment Section
Voucher 1	Line 1	Dist. 1 for line 1	Payment 1, Voucher 1
	Line 2	Dist. 1 for line 2	
		Dist. 2 for line 2	
		Dist. 3 for line 2	
	Line 3	Dist. 1 for line 3	
	Dist. 2 for line 3		
Voucher 2	Line 1	Dist. 1 for line 1	Payment 1, Voucher 2
		Dist. 2 for line 1	
	Line 2	Dist. 1 for line 2	

Figure 4: Data Entry Diagram

To create spreadsheet Vouchers:

1. Enter data into the Excel Data workbook.
2. Click **Generate XML and Post** in the top left corner of the Data Entry worksheet.
3. Enter a valid PeopleSoft User ID and password.



The image shows a 'Login' dialog box with a title bar containing a close button (X). Inside the dialog, there are two text input fields: 'User ID' and 'Password'. Below these fields are two buttons: 'OK' and 'Cancel'.

Figure 5: Prompt to enter User ID and Password

## Uploading Vouchers (Cont.)

### Lecture

The user is then prompted to save a copy of the XML file. After saving the file, the user will receive a notification indicating whether or not the upload was successful. If the upload failed, the user should contact the Help Desk before resubmitting the spreadsheet.

In some cases, users will be notified the upload is successful, but due to incorrect or incomplete data, the XML file in PeopleSoft will have errors that must be corrected or cleared by the State AP Maintainer.

## Learning Checkpoint

### Instructions

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the process of uploading vouchers.

### Questions



1. What are two ways to upload vouchers in bulk?

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2. What is the purpose of the Data Worksheet in the Spreadsheet Voucher Workbook?

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## Uploading Vouchers (Cont.)

### Lecture

#### Deleting Vouchers in Bulk:

A user may want to delete several vouchers in bulk. For instance, a user may have uploaded several vouchers that he no longer wants to have undergo voucher processing.

The **Voucher Mass Maintenance** page can be used to delete multiple vouchers at the same time

Navigation: **Accounts Payable > Vouchers > Maintain > Voucher Mass Maintenance**

The **Voucher Mass Maintenance** page is shown below.

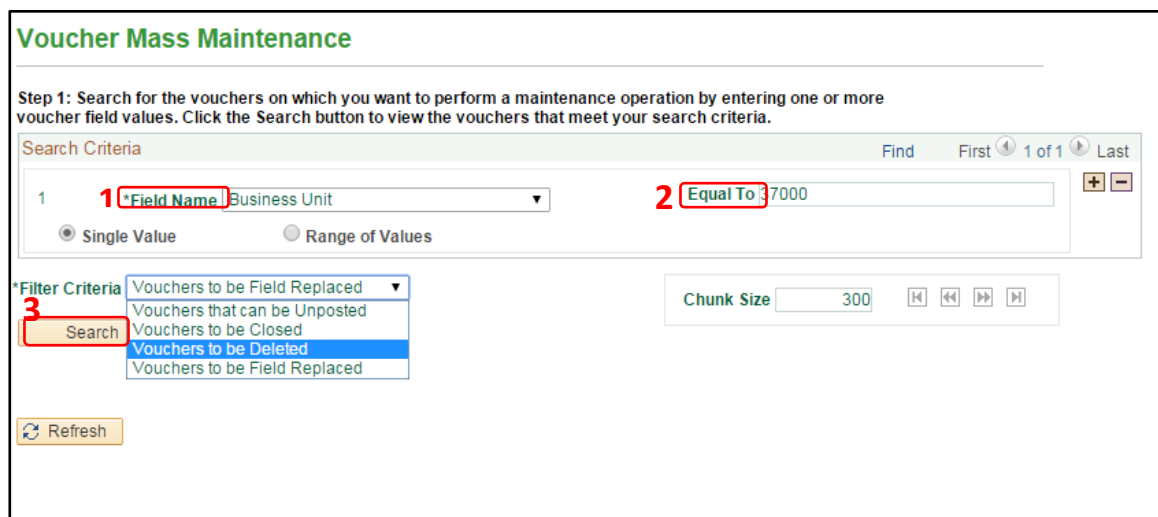


Figure 6: Voucher Maintenance Page

On the Voucher Mass Maintenance Page:

1. Select the **Field Name** to be used for search.
2. Enter the appropriate value in the “**Equal To**” data field.
3. Select Vouchers to be deleted in the “**Filter Criteria**” drop-down menu.

## Uploading Vouchers (Cont.)

### Lecture

- Select the vouchers to be deleted from the search results and click on delete. The action selected from the **Filter Criteria** drop-down menu determines which of the buttons below the search result is clickable.

16	<input checked="" type="checkbox"/>	37000	00000017	Regular Voucher	ACCENT LEA-001	M10	01/20/2015	50.00	USD
17	<input checked="" type="checkbox"/>	37000	00000018	Regular Voucher	ACCENT LEA-001	M11	01/20/2015	50.00	USD
18	<input checked="" type="checkbox"/>	37000	00000019	Regular Voucher	ACCENT LEA-001	M12	01/20/2015	50.00	USD
19	<input checked="" type="checkbox"/>	37000	00000020	Regular Voucher	ACCENT LEA-001	M13	01/20/2015	50.00	USD
20	<input checked="" type="checkbox"/>	37000	00000021	Regular Voucher	ACCENT LEA-001	M14	01/20/2015	50.00	USD
21	<input checked="" type="checkbox"/>	37000	00000022	Regular Voucher	ACCENT LEA-001	M15	01/20/2015	50.00	USD

☒ Select All    ☐ Deselect All  
 Field Replace    Close    UnPost    **4** Delete

Figure 7: Search results from Voucher Maintenance page

- Click the **Run** button on the ensuing page.

Delete

Voucher Mass Maintenance

40 voucher(s) selected for this action. 40 voucher(s) eligible for processing.

Step 3: This action cannot be undone. Select Action and Click the Run button to delete the selected vouchers, or click the Cancel hyperlink to return to the search criteria page. For future reference, identify and describe this voucher maintenance request.

Request ID
Request Description

Cancel
Action:
**5** Run

Figure 8: Page used to confirm deletion of vouchers through Mass Maintenance Page



## Lesson Summary

### Objectives Achieved



Now that you have completed the Uploading Vouchers lesson, you should be able to:

- Upload Vouchers into PeopleSoft to initiate Voucher processing.
- Delete Vouchers in bulk within PeopleSoft.

## Creating a Reversal Voucher

### Lecture

Reversal vouchers enable users to do several things. Primarily, reversal vouchers let users back out incorrect vouchers and start over. For instance, a Voucher might be incorrect if a user were to enter the wrong amount on the Voucher or reference the wrong purchase order. With a Reversal Voucher, the system does the work to correct the Voucher. Users can even enter a reversal voucher for a voucher that has already been paid. Reversal vouchers allow users to:

- Restore encumbrance for actuals and budgets
- Reopen associated purchase orders to reduce the purchase order's matched quantity or amount

**Note:** Reversal vouchers are designed to correct only a single voucher and they are always credit vouchers, i.e. all voucher lines and distribution lines of correction vouchers must be the reverse sign of the original voucher, and all voucher lines that reference a purchase order must be less than zero.

## Creating a Reversal Voucher(Cont.)

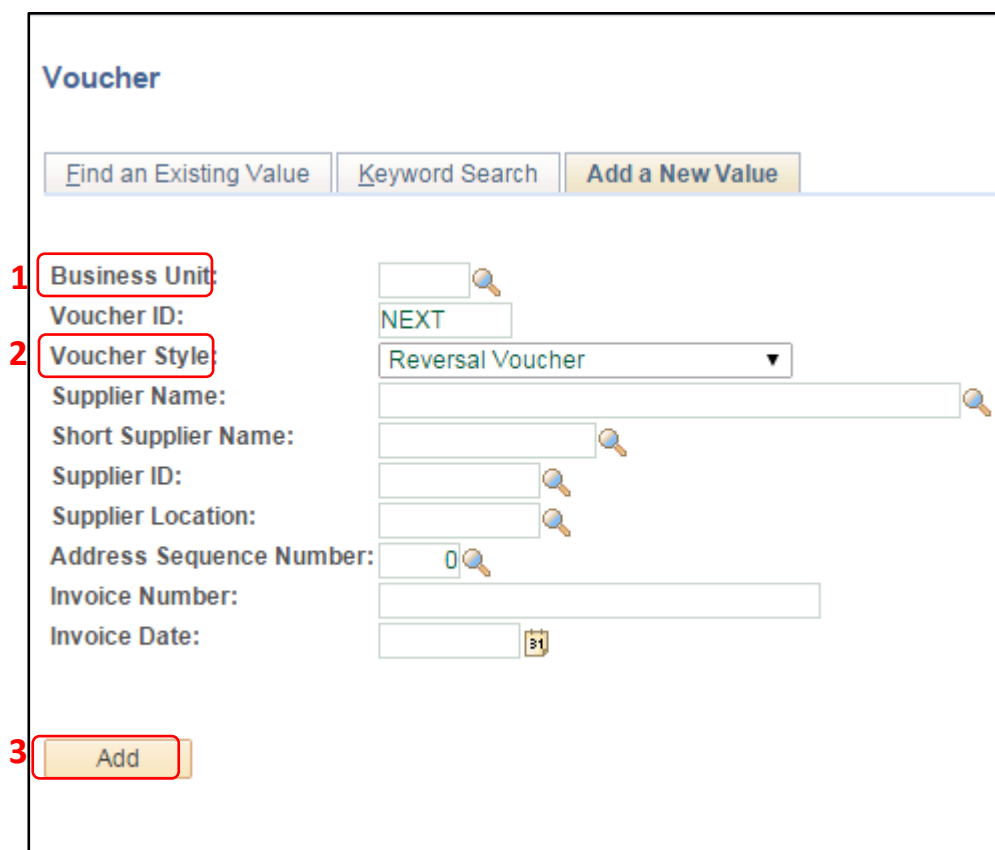
### Lecture

Before creating a Reversal Voucher, the user first must identify the voucher entered in error that needs to be corrected. After the incorrect voucher is identified, the user must create the Reversal Voucher, and then finalize that Voucher.

To create a reversal voucher, the user should navigate to the **Voucher** page.

Navigation: **Accounts Payable > Vouchers > Add/Update > Regular Entry**

The user should then select **Reversal Voucher** in the **Voucher Style** drop-down menu, illustrated in the figure below.



The screenshot shows the 'Voucher' form with the following fields and annotations:

- 1 Business Unit:** A text input field with a magnifying glass icon.
- 2 Voucher Style:** A dropdown menu showing 'Reversal Voucher'.
- 3 Add:** An orange button at the bottom left.
- Voucher ID:** A text input field with 'NEXT' next to it.
- Supplier Name:** A text input field with a magnifying glass icon.
- Short Supplier Name:** A text input field with a magnifying glass icon.
- Supplier ID:** A text input field with a magnifying glass icon.
- Supplier Location:** A text input field with a magnifying glass icon.
- Address Sequence Number:** A text input field with '0' and a magnifying glass icon.
- Invoice Number:** A text input field.
- Invoice Date:** A date picker field showing '31'.

Figure 9: Creating a Reversal Voucher

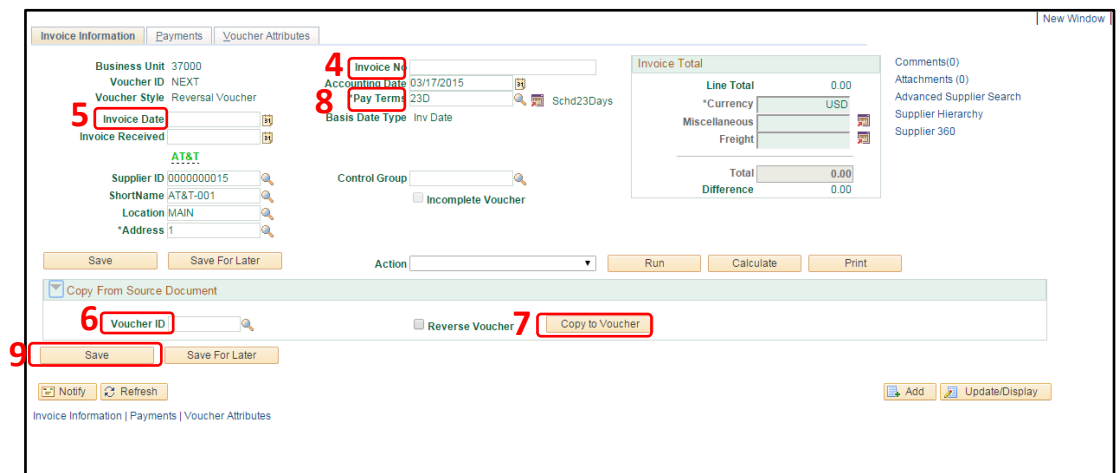
## Creating a Reversal Voucher(Cont.)

### Lecture

To create a Reversal Voucher:

1. Enter the appropriate **Business Unit**.
2. Select “Reversal Voucher” in the **Voucher Style** field.
3. Click **Add**.

Under the **Invoice Information** header:



The screenshot shows the 'Invoice Information' page with the following fields and callouts:

- 4** Invoice Number
- 5** Invoice Date
- 6** Voucher ID
- 7** Copy to Voucher
- 8** Pay Terms
- 9** Save

The page includes tabs for 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Invoice Information' tab is active, showing fields for Business Unit, Voucher ID, Voucher Style, Invoice Date, Invoice Received, Supplier ID, ShortName, Location, Address, Accounting Date, Pay Terms, Basis Date Type, Control Group, and Invoice Total. The 'Copy From Source Document' section contains the Voucher ID field and the 'Copy to Voucher' button. The 'Save' button is highlighted with a red box.

Figure 10: Invoice Information page

4. Enter an **Invoice Number**.
5. Enter an **Invoice Date**.
6. Enter the **Voucher ID** of the voucher to reverse in the **Voucher ID** field. This field is located in the **Copy From a Source Document** group box.

**Note:** Source vouchers must have the same business unit, supplier SetID, and supplier ID as the reversal voucher that is being created. They must also be successfully budget checked and matched.

7. Click **Copy to Voucher**.
8. Adjust **Pay Terms**.
9. Click **Save**.

## Training Exercise: Creating a Reversal Voucher

### Scenario



A clerk creates Voucher with incorrect amount and alerts his supervisor to the error. The voucher is unpaid so he must enter a reversal voucher.

### Instructions

This activity is will be performed individually; you must complete it on your classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

### Relevant Resources

Use the following UPKs:

- Entering Reversal Vouchers

## Training Exercise: Creating a Reversal Voucher

### Debrief



1. What is the purpose of using this particular voucher style?

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2. What other kinds of actions can be performed with a Reversal Voucher?

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## Lesson Summary

### Objectives Achieved



Now that you have completed the Creating a Reversal Voucher lesson, you should be able to:

- Create a Reversal Voucher to back out incorrect Vouchers.

## Entering an Adjustment Voucher

### Lecture

Adjusting a voucher is one of the varying steps involved in maintaining vouchers. The process flow below captures how this step, as well as other actions such as deleting and unposting are carried out in the PeopleSoft system.

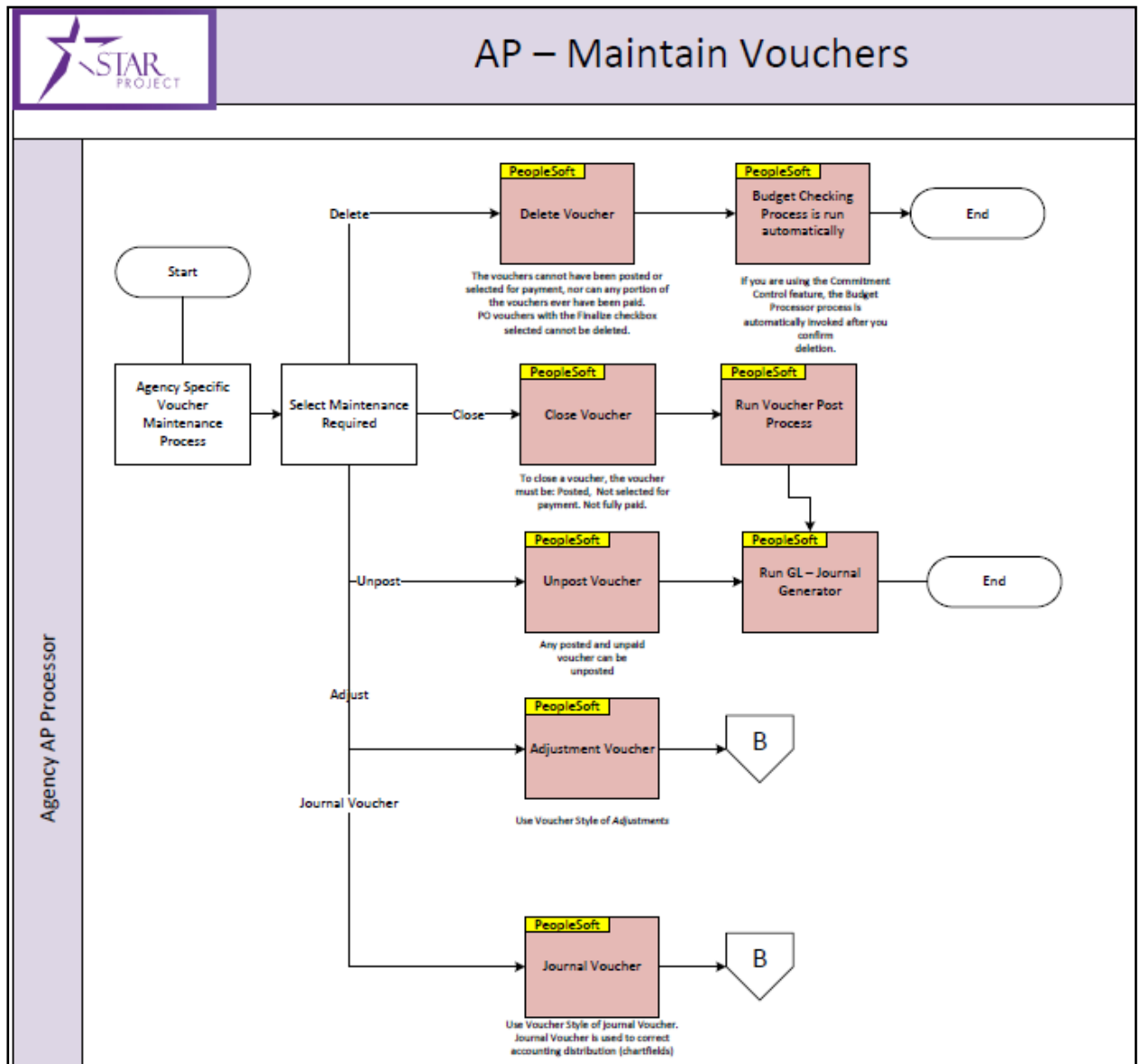


Figure 11: Maintain Vouchers



## Entering an Adjustment Voucher (Cont.)

### Lecture

Through this lesson, users will learn to create an adjustment voucher to change voucher amounts. Adjustment vouchers can also be used to relate two vouchers to each other.

Adjustment vouchers are similar to reversal vouchers in many aspects. For instance, adjustment vouchers can be used to adjust vouchers after they've been posted and paid. However, adjustment vouchers have broader functionality than reversal vouchers. To reiterate points covered in a previous lesson, reversal vouchers are designed to correct only a single voucher and they are always credit vouchers. For example, all voucher lines and distribution lines of correction vouchers must have the reverse sign of the original voucher, and all voucher lines that reference a purchase order must be less than zero. With adjustment vouchers, users have the ability to:

- Create basic adjustment vouchers
- Create credit memo adjustment vouchers
- Adjust matched values
- Reverse quantities or amounts for purchase order and/or receipt information

The figure below shows the overall voucher life-cycle, including the role adjustment vouchers and reversal vouchers play in the process.

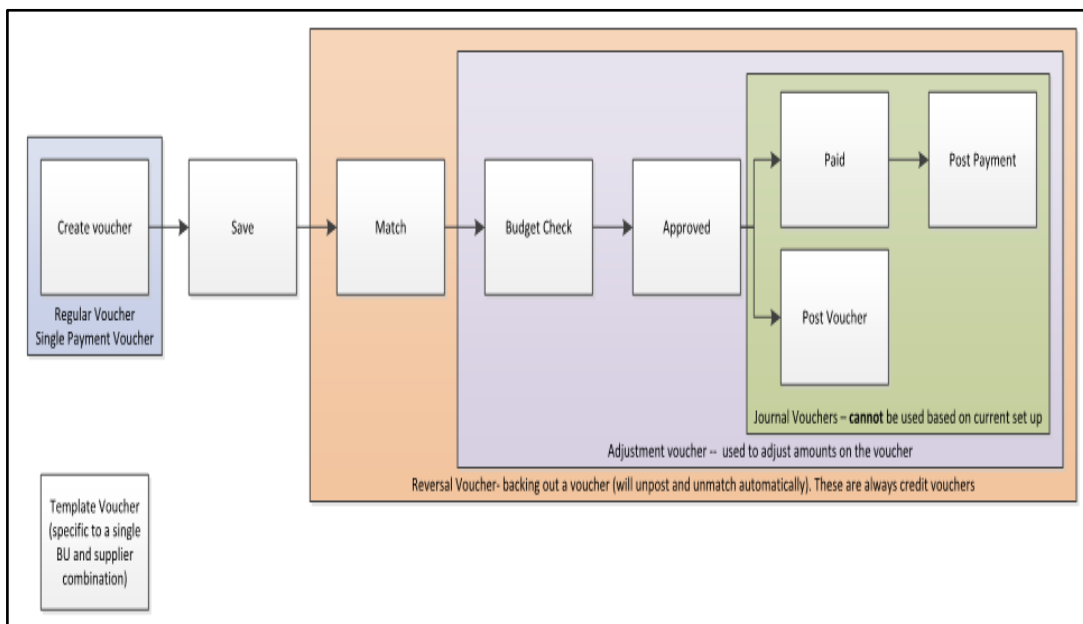


Figure 12: Voucher Processing Flow Chart

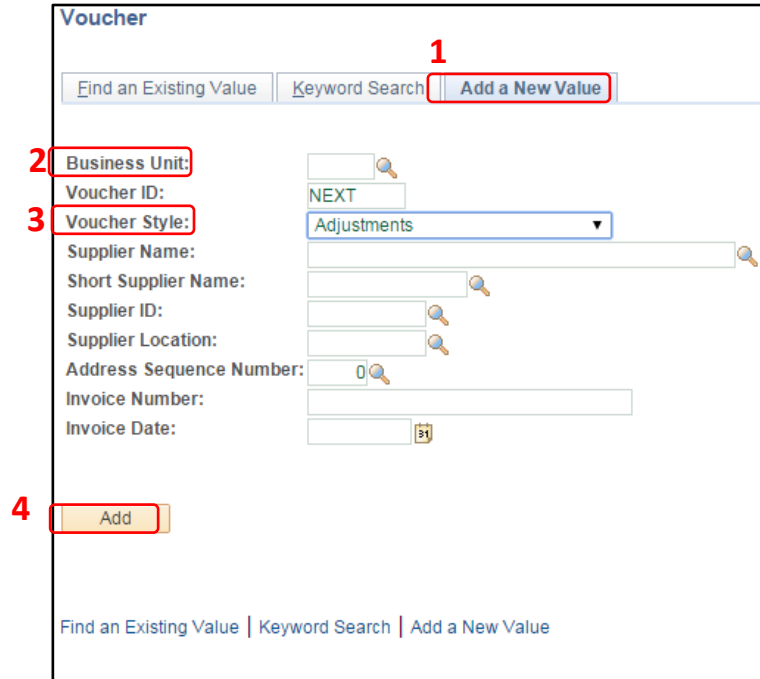
## Entering an Adjustment Voucher (Cont.)

### Lecture

To create a basic adjustment voucher, the user must navigate to the Voucher page.

Navigation: **Accounts Payable > Vouchers > Add/Update > Regular Entry**

The **Voucher** page is shown again below.



The screenshot shows the 'Voucher' page with the following elements and annotations:

- 1**: Points to the 'Add a New Value' tab at the top right.
- 2**: Points to the 'Business Unit' field.
- 3**: Points to the 'Voucher Style' dropdown menu, which is currently set to 'Adjustments'.
- 4**: Points to the 'Add' button at the bottom left.

Other visible fields include: Voucher ID, Supplier Name, Short Supplier Name, Supplier ID, Supplier Location, Address Sequence Number, Invoice Number, and Invoice Date. Search icons are present next to several fields.

Figure 13: Voucher page

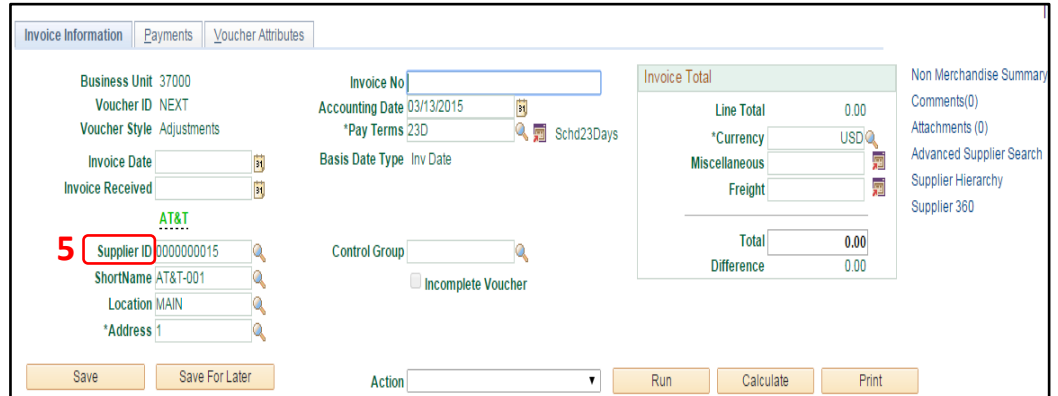
On the **Voucher** page:

1. Click on the “**Add a New Value**” tab.
2. Enter the appropriate **Business Unit**.
3. Select **Adjustments** in the Voucher Style field.
4. Click **Add**.

## Entering an Adjustment Voucher (Cont.)

### Lecture

- To copy information from a voucher, enter a **Supplier ID** on the **Invoice Information** header. Use the search icon to select specific suppliers and the **Short Name**, **Location**, **Address** fields will be automatically populated based on the supplier chosen.



The screenshot displays the 'Invoice Information' page with the following fields and values:

- Business Unit: 37000
- Voucher ID: NEXT
- Voucher Style: Adjustments
- Invoice Date: [Empty]
- Invoice Received: [Empty]
- Invoice No: [Empty]
- Accounting Date: 03/13/2015
- \*Pay Terms: 23D
- Basis Date Type: Inv Date
- Supplier ID: 0000000015 (highlighted with a red box and a red '5' next to it)
- Short Name: AT&T-001
- Location: MAIN
- \*Address: 1
- Control Group: [Empty]
- Invoice Total:
  - Line Total: 0.00
  - \*Currency: USD
  - Miscellaneous: [Empty]
  - Freight: [Empty]
  - Total: 0.00
  - Difference: 0.00

Buttons at the bottom include: Save, Save For Later, Action (dropdown), Run, Calculate, and Print.

Figure 14: Invoice Information page

## Entering An Adjustment Voucher (Cont.)

### Lecture

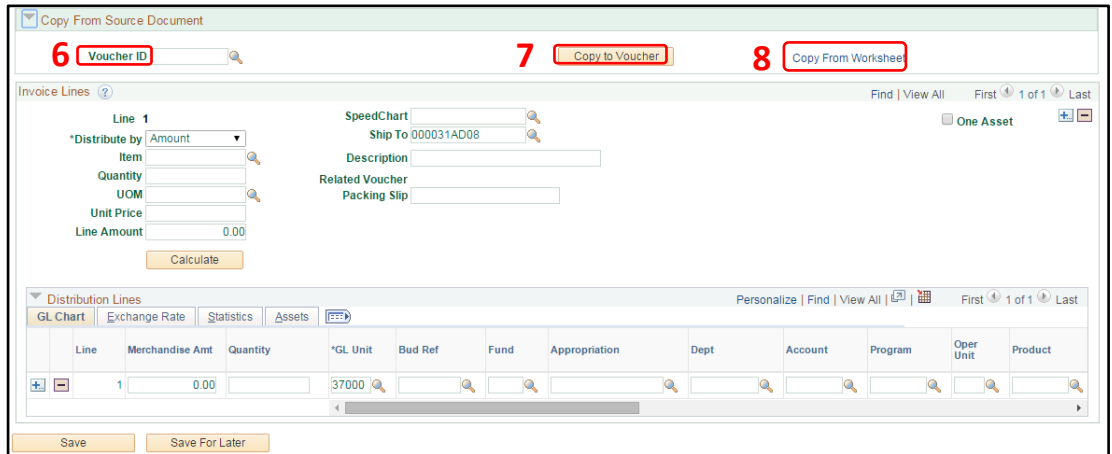


Figure 15: Copy From a Source Document Group box

6. Enter an appropriate **Voucher ID**. Use the search feature to locate a specific voucher.

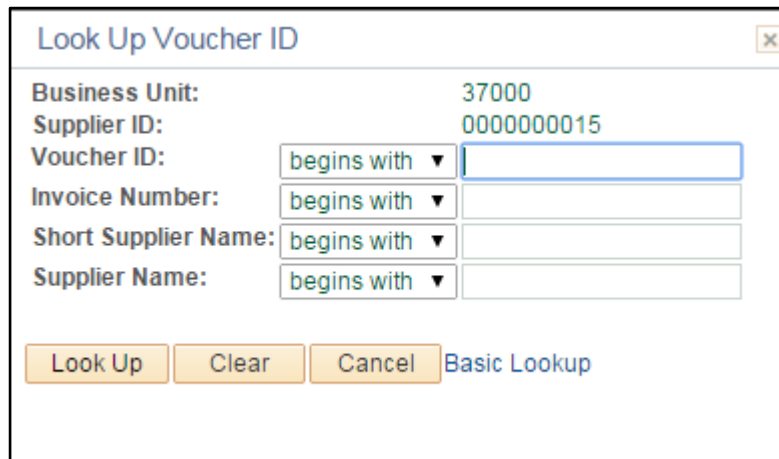


Figure 16: Search page for Voucher ID

7. To copy an entire voucher, select the **Copy to Voucher** button.

## Entering an Adjustment Voucher (Cont.)

# Lecture

- To copy individual lines, click the **Copy From Worksheet** link. This accesses the **Voucher Worksheet** page, which can be used to search for and copy voucher lines to the adjustment voucher.

Voucher Worksheet

Back to Invoice

Voucher Lookup Criteria

Business Unit 37000

Voucher ID NEXT

Supplier ID 0000000015

AT&T

Voucher ID 00000043

Invoice Number 12345

From Voucher Line

To Voucher Line

Voucher Date Option No Date

Voucher Date

Additional Search Criteria

Max Rows to Return

Search

Copy Selected Lines

Reset

Voucher Information

Find | View All

First 1 of 1 Last

Unit 37000

Voucher 00000043

Invoice 12345

Date 03/16/2015

Supplier 0000000015

AT&T

Unpaid 100.000

Reverse Qty/Amt

☒ Select All

☐ Deselect All

Select Voucher Lines

Personalize | Find | View All |

First 1 of 1 Last

Select	Line	PO Unit	PO Number	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency
<input type="checkbox"/>	1			00000000000000000001	Test Item 1	10.0000	BTL	10.00000	100.00	USD

☒ Select All

☐ Deselect All

Gross Invoice Amount 100.000

Lines Entered 1

Figure 17: Voucher Worksheet Page

Regardless of which method is used to input the required voucher information, the system populates the **Related Voucher** field on the **Invoice Lines** subgroup with the adjusted voucher's voucher ID to link the adjustment voucher lines to the voucher that is to be adjusted.

Invoice Lines

Find | View All | First 1 of 2 | Last

Line 1

\*Distribute by Amount

Item 0000000000000000

Quantity 10.0000

UOM BTL

Unit Price 10.00000

Line Amount 100.00

Calculate

SpeedChart

Ship To 000031AD08

Description Test Item 1

Related Voucher 00000043

Packing Slip

One Asset

Distribution Lines

Personalize | Find | View All | First 1 of 1 | Last

GL Chart

Exchange Rate

Statistics

Assets

	Line	Merchandise Amt	Quantity	GL Unit	Bud Ref	Fund	Appropriation	Dept	Account	Program	Oper Unit	Product
	1	100.00	10.0000	37000	FY2015	10000	44100	3700000000	7300000			

Save

Save For Later

Figure 18: Invoice and distribution lines to be adjusted

## Entering an Adjustment Voucher (Cont.)

### Lecture

9. Under the **Invoice Header** tab, enter the desired information in the **Total** field under the **Invoice Total** sub-group.

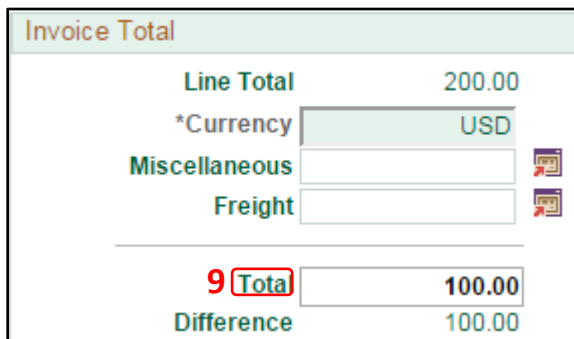


Figure 19: Invoice Total sub-group

Under the **Invoice Line** subgroup:

10. Use the **Distribute by** field to determine the distribution method: Amount or Quantity.
11. Enter appropriate description.
12. Enter desired info into the **Line Amount** field.

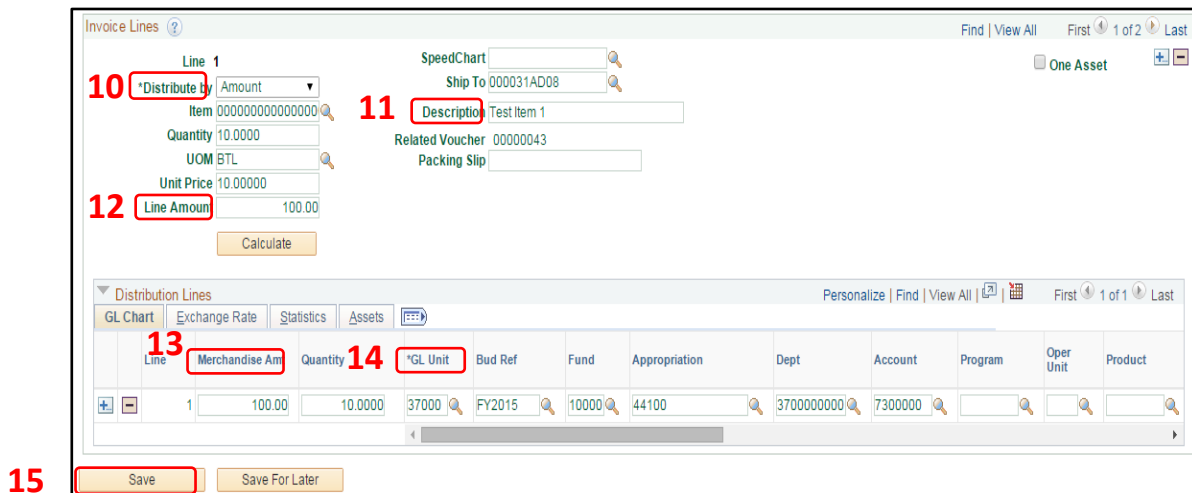


Figure 20: Invoice Line and Distribution Line sub-groups

## Entering an Adjustment Voucher (Cont.)

### Lecture

Under the **Distribution Line** subgroup:

13. Click in the **Merchandise Amt** field. Enter the amount to be adjusted in this field.  
The total of all amounts entered on the distribution lines for a voucher line must equal the merchandise amount on the parent voucher line. The user will receive an error message if there is an imbalance.
14. Use the **GL unit** field to enter the GL business unit that will be charged with the expense coded on the distribution line
15. Click the **save** button.

## Training Exercise: Entering an Adjustment Voucher

### Scenario

Make adjustments to Voucher that has been posted and paid.



### Instructions

This activity is will be performed individually you must complete it on a classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

### Relevant Resources

Use the relevant UPKs:

- Entering Adjustment Vouchers



## Training Exercise: Entering an Adjustment Voucher

### Debrief



1. What is the purpose of the adjustment Voucher?

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2. How is an adjustment voucher different from a reversal voucher?

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3. What is the name of the page where users enter adjustment lines needed for an adjustment?

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## Lesson Summary

### Objectives Achieved



Now that you have completed the Performing Adjustments lesson, you should be able to:

- Determine when Voucher adjustments are necessary.
- Take the appropriate steps to make necessary adjustments.

## Posting a Voucher

### Lecture

The Voucher Posting process creates accounting entries from vouchers. The system uses preset inheritance rules to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, and various expenses. These accounting entries are then made available for generating General Ledger journals. Vouchers do not have to be approved for accounting entries to be created; however, they must be approved and posted before they can be sent to the general ledger.

Multiple Vouchers can be posted at once according to:

- Business unit
- Origin
- Control group
- Voucher

In order for a Voucher to be posted, it must meet the following criteria, which are discussed in further detail subsequently:

- Passed all validations including Combination Editing
- Valid upon Budget Check
- Valid Matching

### Combination Editing

Combination Editing is necessary in order to post vouchers. Every dollar that enters the PeopleSoft system can be categorized according to descriptors known as Chartfields. Examples of Chartfields are budget period, account, department, etc. Combination editing ensures that Vouchers that are posted have an allowable combination of Chartfields. This method is simply another way of validating vouchers.

### Budget Checking

Budget checking occurs at voucher creation, deletion, closing, and posting. Voucher deletion and closing are covered in later sections. Voucher posting checks the budget-checking statuses (header and nonprorated) of the voucher. If both the statuses are *Valid*, the voucher is posted. When the user runs the voucher Posting Application Engine process, only vouchers that have passed budget checking are posted.

## Posting a Voucher (Cont.)

### Lecture

#### Matching:

The voucher must be matched to the proper documents, such as a purchase order. During matching, voucher amounts that vary from the amount listed on the purchase order by 10% or \$100 (whichever is lower) will still be matched.

The diagram below provides an overview of Voucher Processing in PeopleSoft.

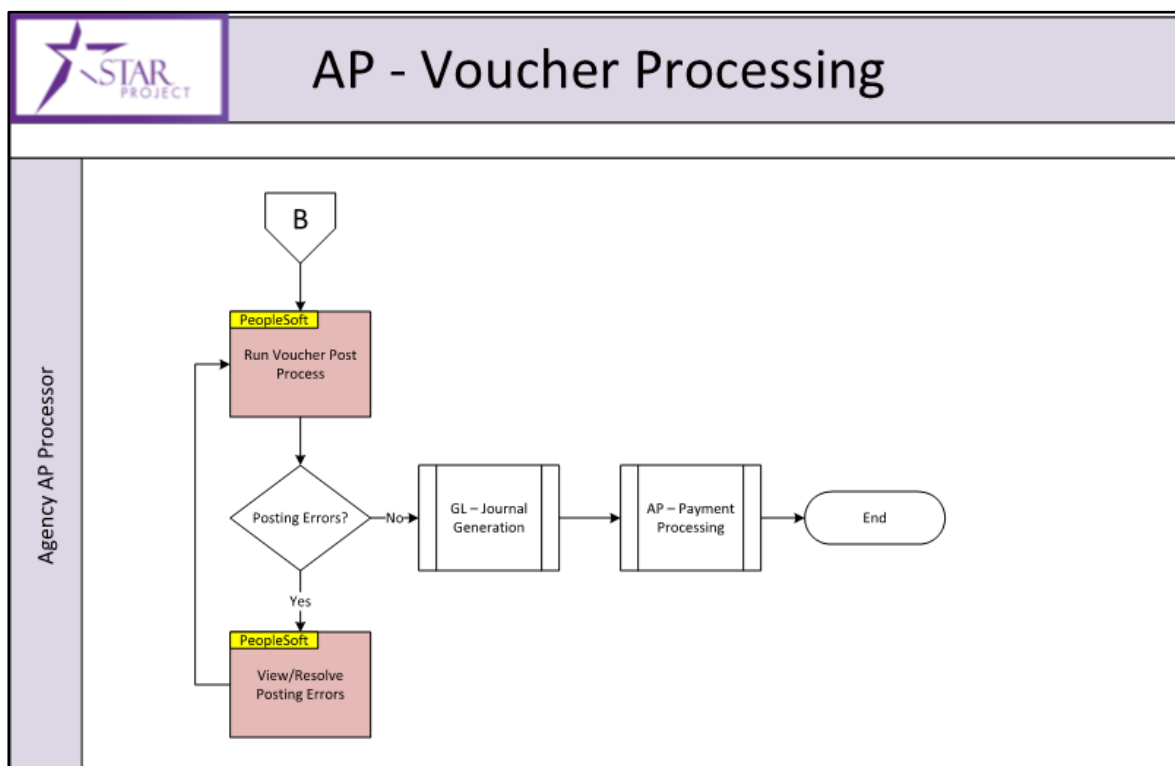


Figure 21: Voucher Processing

Once a Voucher has met all the requirements for posting, it can be then posted in one of three ways: automatically by the Process Scheduler, manually by the user using the **Voucher Build Request** page, or by using the **Invoice Information** page.

For a voucher to be posted automatically, it must simply meet the requirements stated above. No other action is required by the user. The voucher will be posted automatically by the Process Scheduler, which is a batch process that runs periodically in PeopleSoft.

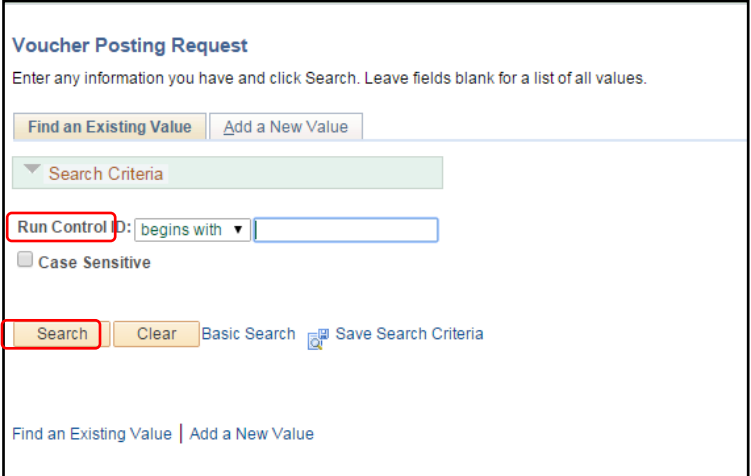
## Posting a Voucher (Cont.)

### Lecture

Alternatively, the user can manually initiate a batch process to post the vouchers. To use this method, the user must navigate to the Voucher Build Request page.

Navigation: **Accounts Payable > Batch Processes > Vouchers > Voucher Build Request**

The figure below gives a snapshot of the **Voucher Build Request** page.



The screenshot shows the 'Voucher Posting Request' page. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section. A red box labeled '1' highlights the 'Run Control ID' field, which has a dropdown menu set to 'begins with' and an adjacent text input field. Below this is a 'Case Sensitive' checkbox. A red box labeled '2' highlights the 'Search' button. To the right of the 'Search' button are 'Clear', 'Basic Search', and 'Save Search Criteria' (with a save icon). At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

Figure 22: Vouching Posting Request Page

To post vouchers:

1. Enter a **Run Control ID** or create one using the **Add a New Value Tab**.
2. Use the **Search** button to locate the appropriate voucher(s).

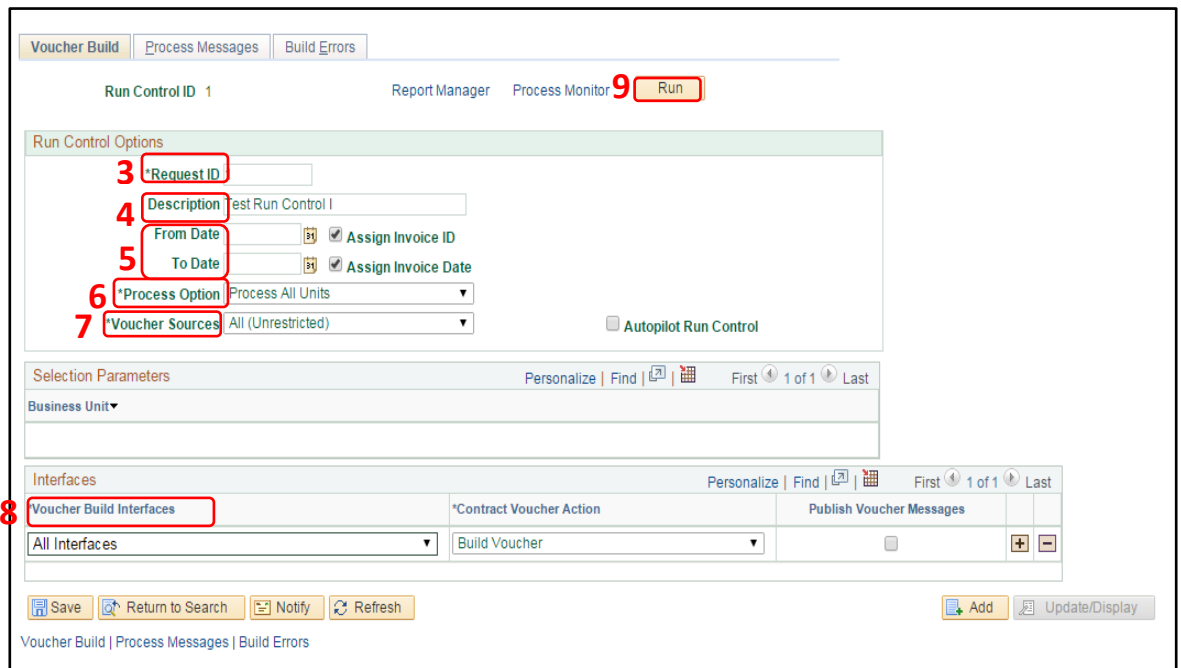
## Posting a Voucher (Cont.)

### Lecture

3. Enter or Edit the **Request ID**.
4. Enter an appropriate **Description**.
5. Enter **From Date** and a **To Date**.

Voucher Build process selects vouchers for which invoices are dated within the specified range

6. Select the **Process Option**. Options include **Business Unit, Contract, Group, Origin, Payment Request, Process Supplier** or **All Units**.
7. Select the **Voucher Source**. Options include **Errors/Staged Vouchers, New Voucher Data, Recycled Vouchers, Voucher Maintenance** and **Voucher Mass Maintenance**.
8. Select a source from which to create vouchers by using the **Voucher Build Interfaces** dropdown menu.
9. Click **Run**.



The screenshot shows the 'Voucher Build' interface with the following elements and annotations:

- Run Control ID 1** and **Run** button (annotated with 9).
- Run Control Options** section:
  - \*Request ID** (annotated with 3)
  - Description** (annotated with 4)
  - From Date** and **To Date** (annotated with 5)
  - \*Process Option** (annotated with 6)
  - \*Voucher Sources** (annotated with 7)
- Selection Parameters** section:
  - Business Unit** dropdown.
- Interfaces** section (annotated with 8):
  - Voucher Build Interfaces** dropdown.
  - \*Contract Voucher Action** dropdown.
  - Publish Voucher Messages** checkbox.
- Buttons at the bottom: **Save**, **Return to Search**, **Notify**, **Refresh**, **Add**, and **Update/Display**.

Figure 23: Voucher Build Request Page

## Posting a Voucher (Cont.)

### Lecture

10. On the ensuing page, click **OK**.

Process Scheduler Request

User ID AGENCY\_AP\_PROCESSOR Run Control ID 1

Server Name  Run Date 03/24/2015

Recurrence  Run Time 2:53:30PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Voucher Build	AP_VCHRBLD	Application Engine	Web	TXT	Distribution

10

Figure 24: Process Scheduler Request Page

## Posting a Voucher (Cont.)

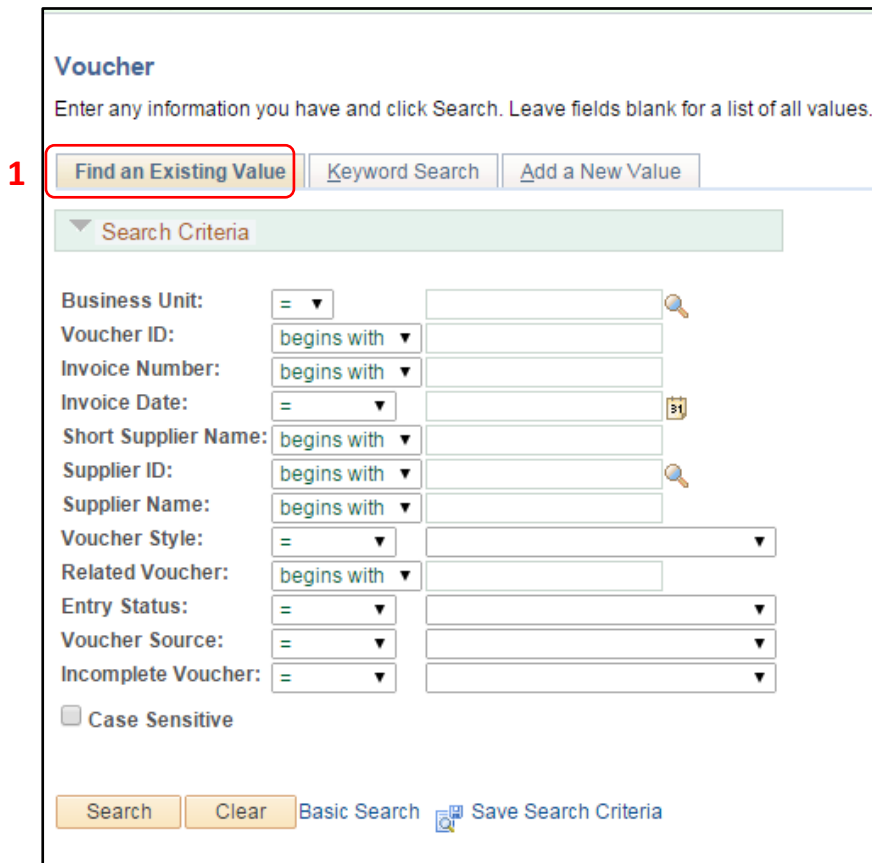
### Lecture

The third way for the user to post a voucher is to go through the voucher entry process. The user should navigate to the **Voucher** page.

Navigation: **Accounts Payable > Vouchers > Add/Update > Regular Entry**

To post a voucher using this page:

1. Search for the voucher of interest using the fields under the **Find an Existing Value** tab, as captured in the image below.




**Voucher**

Enter any information you have and click Search. Leave fields blank for a list of all values.


1 **Find an Existing Value** [Keyword Search](#) [Add a New Value](#)

▼ Search Criteria


Business Unit: = ▼  

Voucher ID: begins with ▼

Invoice Number: begins with ▼

Invoice Date: = ▼  

Short Supplier Name: begins with ▼

Supplier ID: begins with ▼  

Supplier Name: begins with ▼

Voucher Style: = ▼

Related Voucher: begins with ▼

Entry Status: = ▼

Voucher Source: = ▼

Incomplete Voucher: = ▼

☐ Case Sensitive


[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Figure 25: Voucher Page



## Posting a Voucher (Cont.)

### Lecture

2. Select a voucher from the list of vouchers that result from the search. An example list that can be generated is shown below.

Search Results

View All

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
37000	00000041	ACHPMT	600	600	01/26/2015	HUMAN RESO-001	0000000254	HUMAN RESOURCES DEVELOPMENT PRESS	Regular	(blank)	Postable	Online	Complete
37000	00000040	Change90DUP	30	30	01/22/2015	GRAEBEL CO-001	0000000067	GRAEBEL COMPANIES INC	Regular	(blank)	Postable	Online	Complete
37000	00000039	90DUP	30	30	01/22/2015	GRAEBEL CO-001	0000000067	GRAEBEL COMPANIES INC	Regular	(blank)	Postable	Online	Complete
37000	00000038	testcontrolgroups2	40	40	01/13/2015	EXCELLUS H-001	0000000018	EXCELLUS HEALTH PLAN, INC.	Regular	(blank)	Postable	Online	Complete
37000	00000037	testcontrolgroups1	20	20	01/08/2015	AMERICAN LITHO-001	0000000098	AMERICAN LITHOGRAPHY &	Regular	(blank)	Postable	Online	Complete
37000	00000035	MultiPayee	120	120	01/20/2014	APEX-001	0000000048	True Value Hardware	Regular	(blank)	Postable	Online	Complete
37000	00000034	Handiness	100	100	01/20/2015	INTERNATIO-001	0000000024	INTERNATIONAL RETIREMENT RES	Regular	(blank)	Postable	Online	Complete
37000	00000033	ZeroDollar	0	0	01/20/2015	INTERNATIO-001	0000000028	INTERNATIONAL RETIREMENT RES	Regular	(blank)	Postable	Online	Complete
37000	00000032	M25	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000031	M24	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000030	M23	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000029	M22	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000028	M21	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000027	M20	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000026	M19	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000025	M18	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000024	M17	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000023	M16	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000022	M15	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000021	M14	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000020	M13	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000019	M12	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000018	M11	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000017	M10	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000016	M9	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000015	M8	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete
37000	00000014	M7	50	50	01/20/2015	ACCENT LEA-001	0000000028	ACCENT LEARNING & CONSULTING	Regular	(blank)	Postable	Online	Complete

Figure 26: Voucher Search Results

3. The **Action** drop-down menu on the **Invoice Information** tab provides an option to post selected vouchers.

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit: 37000 Invoice No: ACHPMT  
 Voucher ID: 00000041 Accounting Date: 01/27/2015  
 Voucher Style: Regular Voucher \*Pay Terms: 23D Basis Date Type: Inv Date  
 Invoice Date: 01/26/2015 Invoice Received:   
 HUMAN RESOURCES DEVELOPMENT PRESS  
 Supplier ID: 0000000254 ShortName: HUMAN RESO-001  
 Location: MAIN \*Address: 1

Invoice Total  
 Line Total: 600.00  
 \*Currency: USD  
 Miscellaneous:   
 Freight:   
 Total: 600.00  
 Difference: 0.00

Save **3** Action **4** Run Calculate Print Submit Approval

Copy From Source Document

Invoice Lines  
 Line 1 Copy Down  
 \*Distribute by Amount  
 Item:   
 Quantity:   
 UOM:   
 Unit Price:   
 Line Amount: 600.00  
 Calculate

SpeedChart:   
 Ship To: 000031AD08  
 Description: ACH ADVICE TESTE  
 Packing Slip:   
 Find | View All First 1 of 1 Last  
 One Asset Work Order

Figure 27: The Invoice Information Tab

4. Click the **Run** button.

## Instructor Demonstration: Posting a Voucher

### Scenario

You want to use the Voucher Build Request page to post multiple vouchers at once.



### Instructions

Your instructor will show you how to perform the voucher posting process while you follow along.

### Relevant Resources

Use the following UPKs:

- Entering Voucher Batch Request
- Posting a Voucher

## Instructor Demonstration: Posting a Voucher

### Debrief



1. Name any two requirements of the many that must be satisfied before a voucher can be posted?

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2. What is combination editing?

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## Posting a Voucher (Cont.)

### Lecture

#### After Posting a Voucher

After Vouchers are posted, the Voucher fields that affect accounting entries cannot be changed. The fields that can be changed are: comments, pay terms, and fields on payments pages if the Voucher is not yet paid. Changes to any other fields require that the user unpost the Voucher to fix the entries. Unposting a Voucher will be covered in a later section. After the Vouchers are posted, the information created is available for distribution to other business processes, such as the Journal Generator process, which converts payables accounting entries to General Ledger journal entries.

## Training Exercise: Posting a Voucher

### Scenario

Regular Voucher posting process.



### Instructions

This activity is will be performed individually; you must complete it on a classroom workstation using the PeopleSoft training environment. Your instructor will tell you how to log into PeopleSoft.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are faculty members in the room to assist if you have questions.

### Relevant Resources

Use the following UPKs:

- Entering Voucher Batch Request
- Posting a Voucher

## Training Exercise: Posting Vouchers

### Debrief



1. What is the purpose of the Journal Generator process?

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2. What fields can be changed after a Voucher has been posted?

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3. Besides using the Voucher Build Request page and the Voucher page, how else can a voucher be posted?

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## Lesson Summary

### Objectives Achieved



Now that you have completed the lesson on Posting a Voucher, you should be able to:

- Post a Voucher in PeopleSoft so that transactions can be properly tracked in PeopleSoft.

## Unposting a Voucher

### Lecture

PeopleSoft Payables enables the user to unpost Vouchers, meaning that the user can re-open a posted (not paid) voucher and back out the accounting entries initially made to accrue the liability. Unposting a Voucher instructs the system to create reversing entries that will undo the effects of the posting. A Voucher is unposted in order to update its distribution line information that has already been posted. To be eligible for unposting, a voucher must first be posted, and approval and payment status cannot be a factor.

**Note:** Unposting a voucher can occur only if the voucher has been posted but not paid. If the voucher has already been paid, the user must utilize a reversal voucher instead.

The **Unpost Voucher** page is shown below:

Navigation: **Accounts Payable > Vouchers > Maintain > Add/Update > UnPost Voucher**

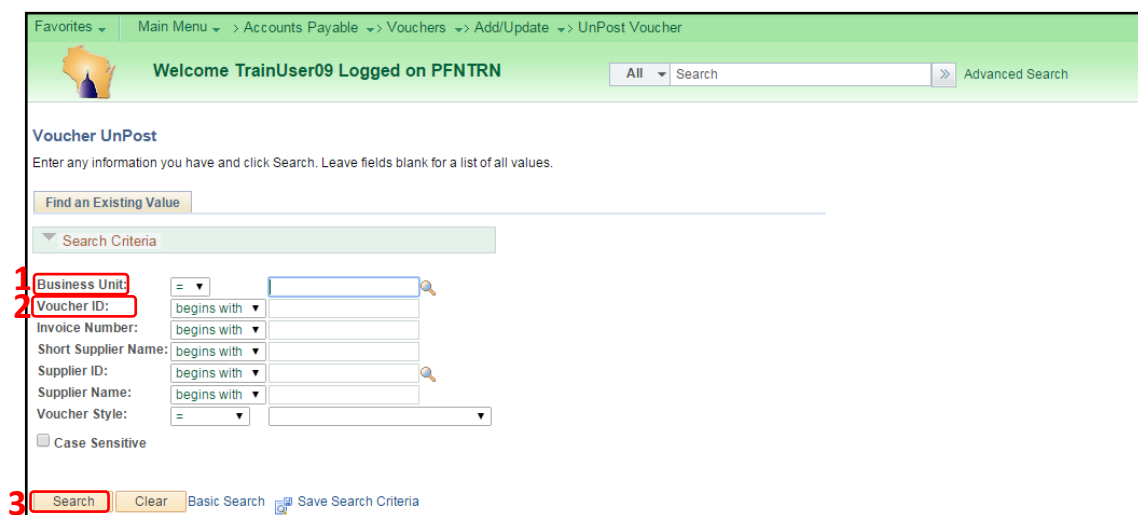


Figure 28: Unpost Voucher Page

To unpost a Voucher:

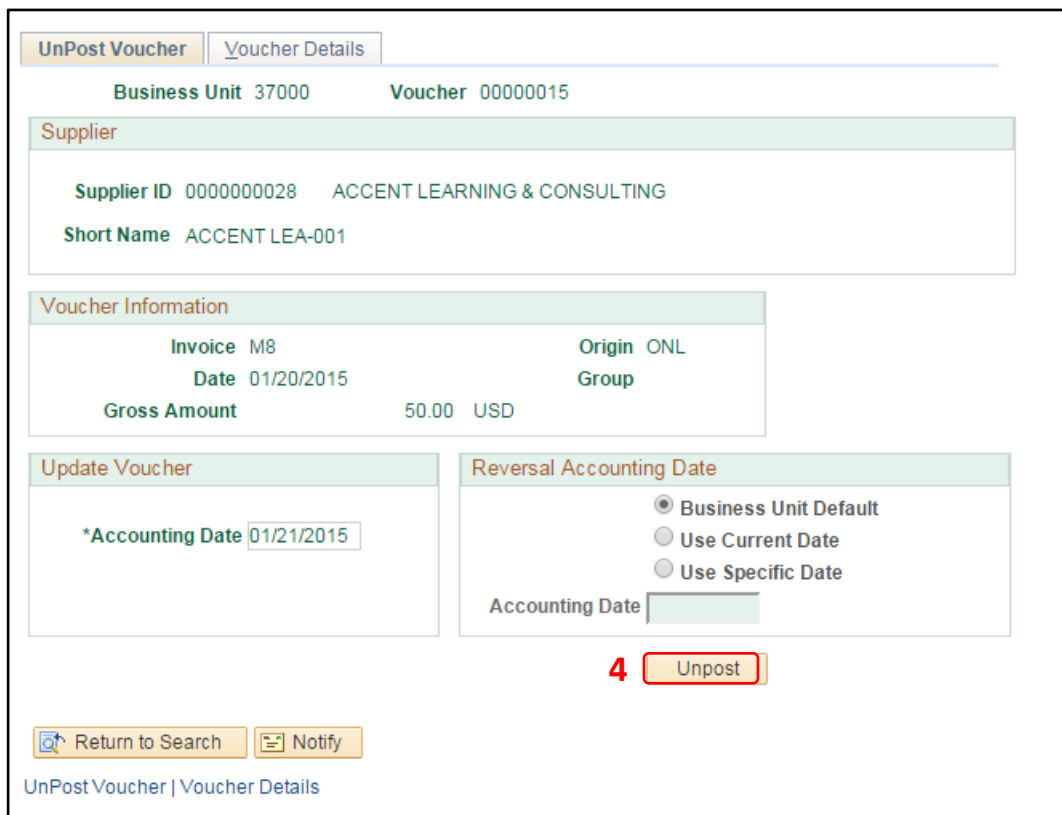
1. Enter a **Business Unit**.
2. Enter a **Voucher ID**.
3. Click **Search**.



## Unposting a Voucher (Cont.)

### Lecture

- After selecting a voucher from the search results, click **Unpost** on the ensuing page.

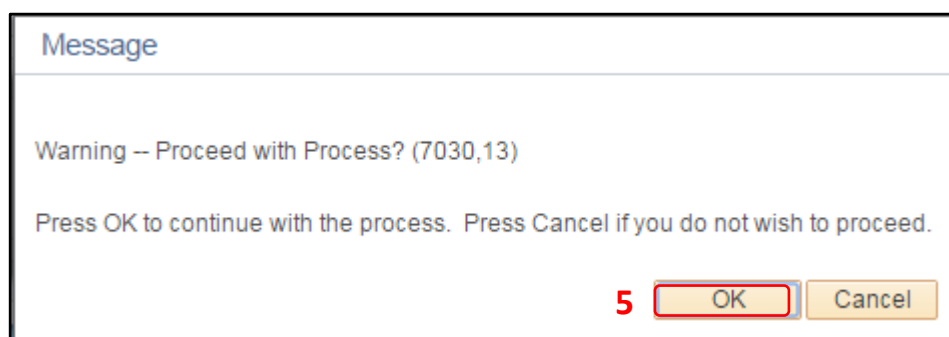


The screenshot shows the 'UnPost Voucher' page with the following details:

- Business Unit:** 37000
- Voucher:** 00000015
- Supplier:**
  - Supplier ID:** 0000000028
  - ACCENT LEARNING & CONSULTING**
  - Short Name:** ACCENT LEA-001
- Voucher Information:**
  - Invoice:** M8
  - Date:** 01/20/2015
  - Gross Amount:** 50.00 USD
  - Origin:** ONL
  - Group:**
- Update Voucher:**
  - \*Accounting Date:** 01/21/2015
- Reversal Accounting Date:**
  - ☒ Business Unit Default
  - ☐ Use Current Date
  - ☐ Use Specific Date
  - Accounting Date:**
- 4** **Unpost** (button)
- Return to Search** (button) **Notify** (button)
- UnPost Voucher | Voucher Details

Figure 29: Page Used to Unpost a Voucher

- Click **OK** on the confirmation page.



The screenshot shows a 'Message' dialog box with the following text:

Warning -- Proceed with Process? (7030,13)

Press OK to continue with the process. Press Cancel if you do not wish to proceed.

**5** **OK** (button) **Cancel** (button)

Figure 30: Confirmation page for Unposting a Voucher

**Note:** Unposting a Voucher happens immediately when the **Unpost** button is chosen.

## Instructor Demonstration: Unposting a Voucher

### Scenario



During month-end close, your Controller discovered that a voucher from a supplier is incorrect. Your goal is to unpost the voucher in PeopleSoft Payables.

### Instructions

Your instructor will show you how to unpost a Voucher in PeopleSoft while you follow along.

### Relevant

Use the following UPKs:

### Resources

- Unposting Vouchers

## Instructor Demonstration: Unposting a Voucher

### Debrief



1. What conditions must be met in order for a voucher to be unposted?

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2. How long does it take for a voucher to become unposted after the user hits the unpost button?

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3. What is the purpose of unposting vouchers?

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## Lesson Summary

### Objectives Achieved



Now that you have completed the Unposting a Voucher lesson, you should be able to:

- Unpost a Voucher in PeopleSoft for the purpose of correcting it.

## Closing a Voucher

### Lecture

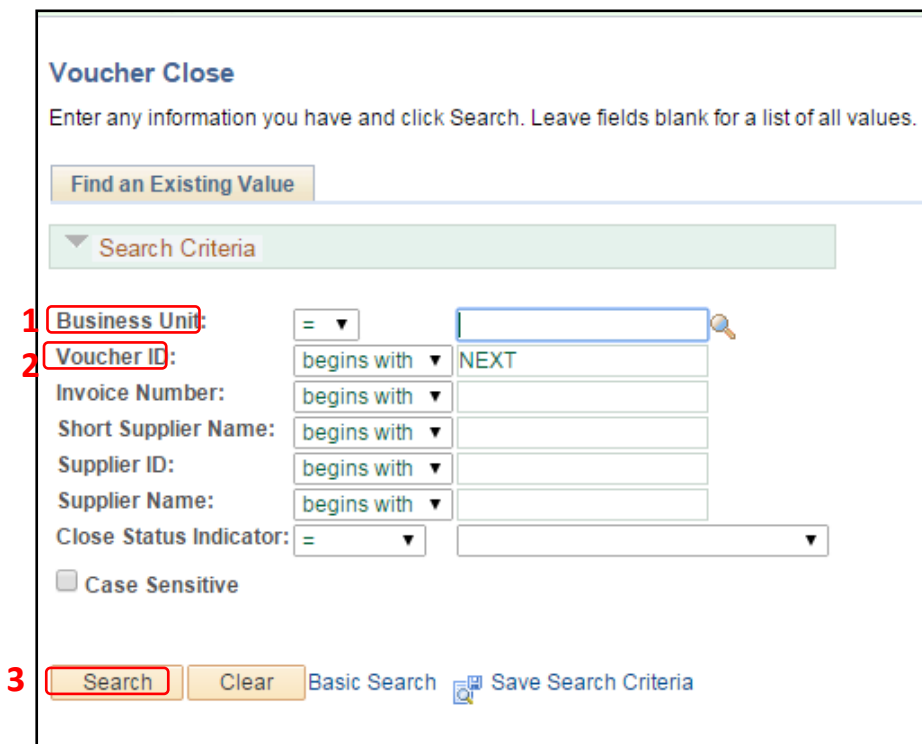
Users may close Vouchers when they want the remaining liability to be "written off" the supplier balance and the Voucher to be marked as complete. For example, if items are in dispute but the user and the supplier have agreed that the user will not make a payment on these items, one should close the Voucher to credit the expense accounts and debit the liability accounts for the portion of the Voucher that remains unpaid. To close a Voucher, the Voucher must be: posted, not selected for payment, and not fully paid. Saving a voucher for closure is irreversible. Users should carefully review all vouchers marked for closure before saving.

As with deleting and unposting of vouchers, vouchers can be closed individually or in bulk through the **Voucher Mass Maintenance** component.

To close a voucher, the user must navigate to the Close Voucher page.

Navigation: **Accounts Payable > Vouchers > Add/Update > Close Voucher**

An image of the **Close Voucher page** is shown below.



**Voucher Close**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

1 Business Unit: =

2 Voucher ID: begins with NEXT

Invoice Number: begins with

Short Supplier Name: begins with

Supplier ID: begins with

Supplier Name: begins with

Close Status Indicator: =

☐ Case Sensitive

3 Search Clear Basic Search Save Search Criteria

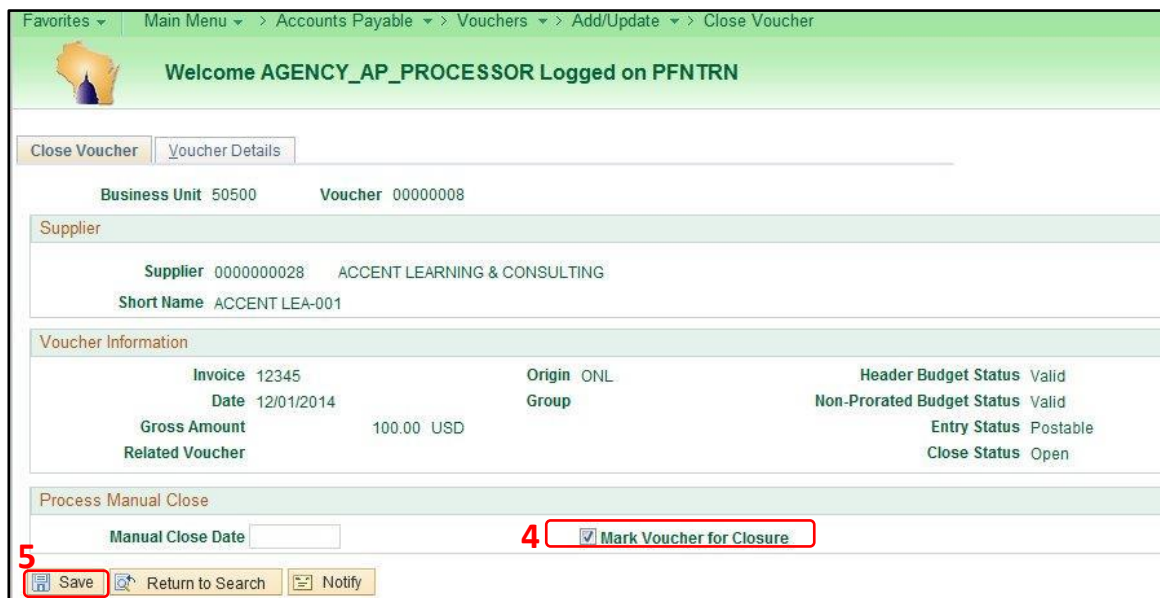
Figure 31: Close a Voucher page

## Closing a Voucher (Cont.)

### Lecture

To Close a Voucher:

1. Enter the appropriate **Business Unit**.
2. Click in the **Voucher ID** field. Enter appropriate ID.
3. Click **Search** and select the appropriate voucher from the search results.
4. Mark the voucher for a closure on the following page. Use the “**Mark Voucher for Closure**” option to indicate that this voucher is to be closed with the next posting run for this business unit.



Close Voucher | Voucher Details

Business Unit 50500 Voucher 00000008

Supplier

Supplier 0000000028 ACCENT LEARNING & CONSULTING

Short Name ACCENT LEA-001

Voucher Information

Invoice 12345	Origin ONL	Header Budget Status Valid
Date 12/01/2014	Group	Non-Prorated Budget Status Valid
Gross Amount 100.00 USD		Entry Status Postable
Related Voucher		Close Status Open

Process Manual Close

Manual Close Date

4 ☒ Mark Voucher for Closure

5

Figure 32: Page used to Close Vouchers

5. Click the “**Save**” button.

## Instructor Demonstration: Closing a Voucher

### Scenario



One of your suppliers has written off the rest of the payment for a delayed shipment. You now need to mark the voucher for closure.

### Instructions

Your instructor will show you how to close a Voucher while you follow along.

### Relevant Resources

Use the following UPKs:

- Marking a Voucher for Closure

## Instructor Demonstration: Closing a Voucher

### Debrief



1. What is the purpose of closing a voucher?

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2. What are the conditions that need to be met in order to close a voucher?

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3. Is it possible to undo marking a voucher for closure?

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## Lesson Summary

### Objectives Achieved



Now that you have completed the Closing a Voucher lesson, you should be able to:

- Determine when to close a Voucher and take appropriate steps to close the Voucher.

## Module 1 Summary

### Objectives Achieved



Now that you have completed the Advanced Voucher Processing module, you should be able to:

- Upload a Voucher in the PeopleSoft AP process.
- Delete Vouchers in bulk within the PeopleSoft AP process.
- Create a Reversal Voucher to correct errors.
- Perform Voucher adjustments as needed.
- Post a Voucher in the PeopleSoft AP process.
- Unpost a Voucher in order to make appropriate adjustments.
- Close a Voucher at the end of the Voucher process.

## Module 2: Accounts Payable Workflow

### Objectives

After completing this module, you will be able to:

- Describe the Accounts Payable Workflow in PeopleSoft

### Lessons

This module includes the following lessons:

- Accounts Payable Workflow

### Key Terms



The following key terms are used in this module:

Term	Definition
Parallel Approval	A non-sequential approval process.
Serial Approval	A sequential approval process. One user must approve a voucher before the next approver in line can review it.
Workflow	A process that involves multiple users and the routing of data between those users.
Worklist	Prioritized lists of the work items that a person (or group of people) has to do.

## Accounts Payable Workflow

### Lecture

This lesson will review the Accounts Payable Workflow. Additionally, it will cover Routing Vouchers to the appropriate approver based on criteria such as origins or business unit. The approving user can review, deny, or approve Vouchers. The user must also match Vouchers to Purchase Order, receiver, and inspection information. Matching occurs automatically based on the match rules which are a set of rules and tolerances that are defined for a Purchase Order transaction. If the Voucher successfully matches, it is available for payment. If the Voucher does not successfully match, it requires correction.

During the approval process, approvers can add other approvers or reviewers to the current or a later stage of the approval process. This action is called ad hoc approval. Approvers can insert other ad hoc approvers and reviewers in series or in parallel with existing approvers.

- Serial approvals: each approval in the process is sequential. Users can add approvers and reviewers only after the current pending step or later.
- Parallel approvals: the sequence does not matter. Users can insert an ad hoc step in an ad hoc path in any currently pending or subsequent stage.

## Accounts Payable Workflow (Cont.)

### Lecture

In PeopleSoft, the term workflow is used to describe processes that involve multiple users and the routing of data between those users. In this instance, the AP workflow is specifically being used to refer to the voucher approval process. The next two figures provide a schematic of this workflow. The workflow shown is for one type of voucher; however, all vouchers will go through the same approval framework.

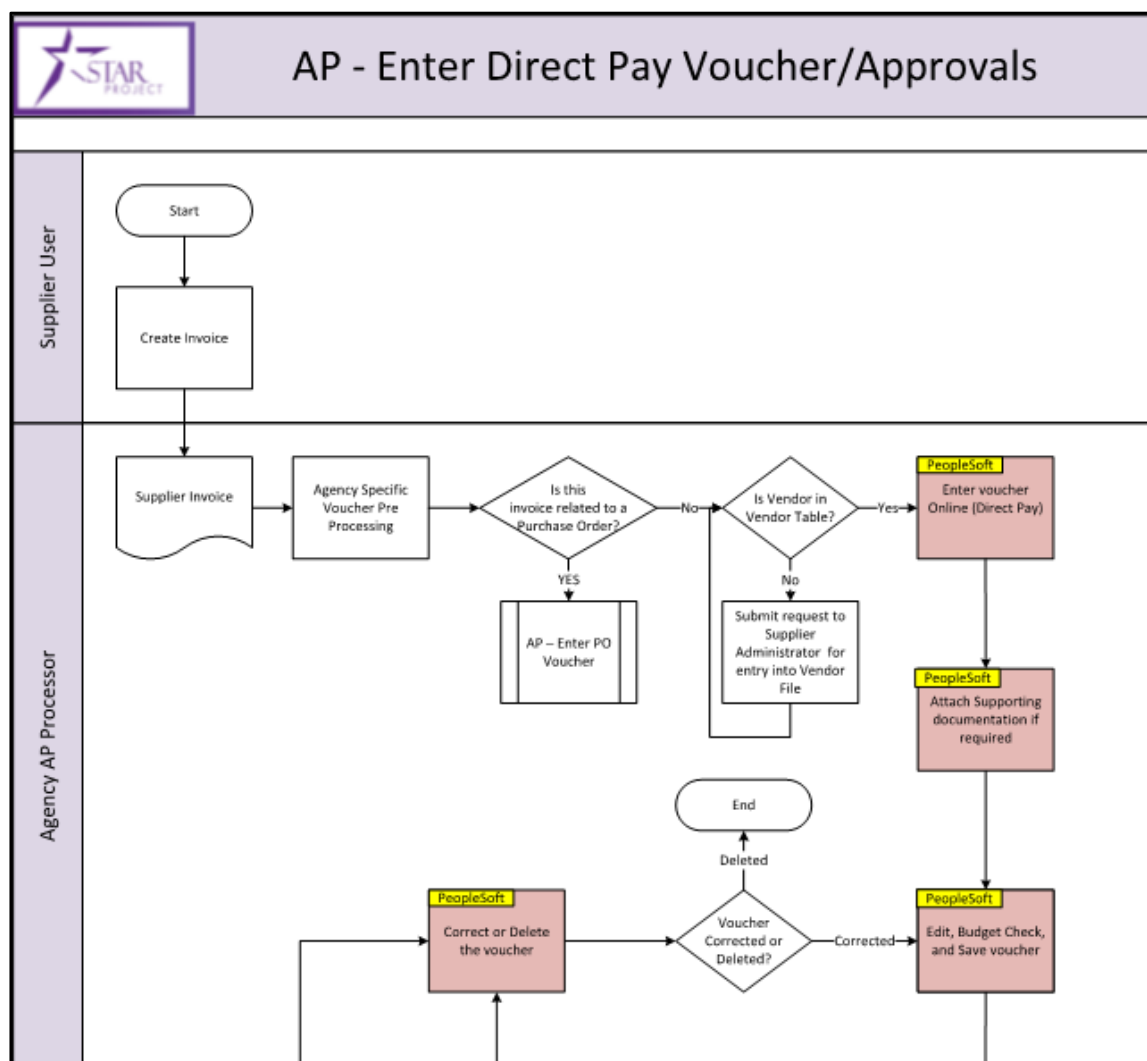


Figure 33: Enter Direct Pay Voucher/Approvals – Part 1

## Accounts Payable Workflow (Cont.)

### Lecture

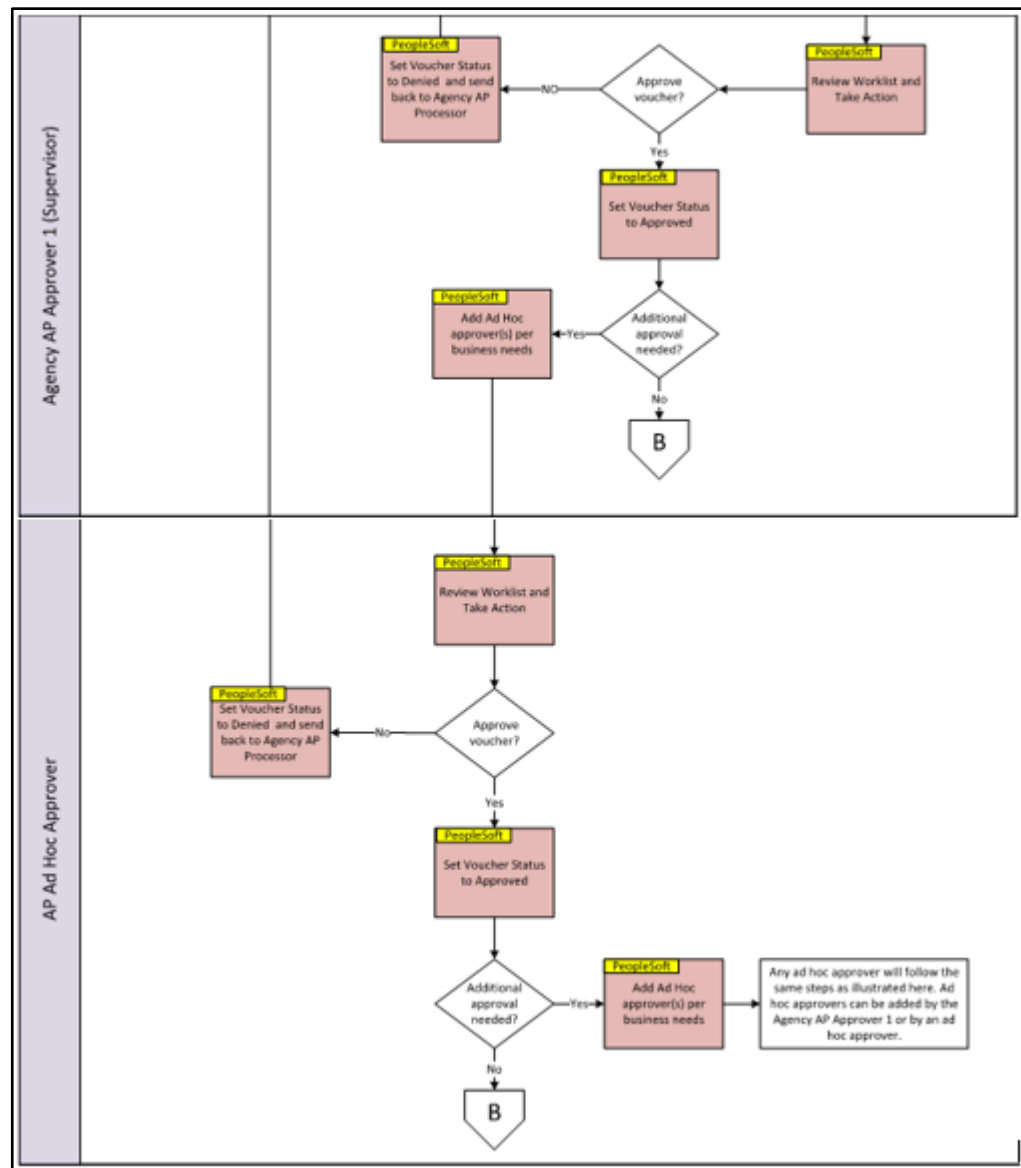


Figure 34: Enter Direct Pay Voucher/Approvals – Part 2

## Accounts Payable Workflow (Cont.)

### Lecture

During transaction entry, the system refers to the approval rules that govern processing for the different types of transactions. For Wisconsin, all vouchers will automatically require one level of approval, except for cases when interfaced vouchers are pre-approved.

Based on pre-set rules, PeopleSoft notifies the agency AP Supervisor, who needs to approve the vouchers. The notification can take place via the worklist or an email. Worklists are prioritized lists of the work items that a person (or group of people) has to do. When work is routed to a PeopleSoft user, it is put in the user's worklist. The AP Supervisor can access the Voucher approval page through the worklist and then take the appropriate action on vouchers from the Worklist. The Worklist is accessible on the main page.

In the Voucher Approval Workflow process, both worklists and emails are generated as follows:

- If additional approvals are required, based on agency policy, then the supervisor can route the approval to ad hoc approvers.
- If a voucher is denied, the system sends an email with voucher details to the creator of the Voucher
- If the voucher passes all approvals, its comprehensive approval status is set to *Approved*, and the voucher can now be selected for payment

## Accounts Payable Workflow (Cont.)

### Lecture Approving a Voucher

As mentioned earlier, transactions that require approval can be accessed by the Agency Accounts Payable Approver via the Approver's Worklist or by going directly into the approval page of the particular transaction. The approver will be notified via email of any pending transactions that require their approval. The **Notify** icon can be used on the transaction or workflow approval page to create and send an email to one or more recipients notifying them of the pending transaction.

The following steps outline how to approve a non-purchase order voucher:

#### 1. Navigation: **Homepage** > **Worklist**

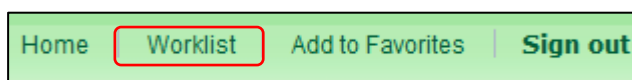


Figure 35: Worklist Navigation

#### 2. The **Worklist** lists all transactions that have been routed to the approver.

Worklist


Worklist for AGENCY\_AP\_PROCESSOR: AGENCY AP PROCESSOR

[Detail View](#)

Worklist Filters

Feed

Worklist Items

Personalize | Find | View All |  | First 1-25 of 28 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
AGENCY AP APPROVER 1	01/21/2015	Transaction Approved	Approval Workflow	3-Low	<a href="#">VoucherApproval: 96, VoucherApproval: 1901-01-01, N. 0, BUSINESS UNIT: 37000, VOUCHER ID: 00000035, RDC:A.0.R.</a>	Mark Worked	Reassign
AGENCY AP APPROVER 1	01/21/2015	Transaction Approved	Approval Workflow	3-Low	<a href="#">VoucherApproval: 80, VoucherApproval: 1901-01-01, N. 0, BUSINESS UNIT: 37000, VOUCHER ID: 00000034, RDC:A.0.R.</a>	Mark Worked	Reassign
AGENCY AP APPROVER 1	01/21/2015	Transaction Approved	Approval Workflow	3-Low	<a href="#">VoucherApproval: 79, VoucherApproval: 1901-01-01, N. 0, BUSINESS UNIT: 37000, VOUCHER ID: 00000033, RDC:A.0.R.</a>	Mark Worked	Reassign
AGENCY AP APPROVER 1	01/21/2015	Transaction Approved	Approval Workflow	3-Low	<a href="#">VoucherApproval: 95, VoucherApproval: 1901-01-01, N. 0, BUSINESS UNIT: 37000, VOUCHER ID: 00000032, RDC:A.0.R.</a>	Mark Worked	Reassign

Figure 36: Worklist page



## Accounts Payable Workflow (Cont.)

### Lecture

3. Click on the voucher under the **Link** column to approve. This opens the approval page for the voucher that was selected. Review the below voucher details before approving:
  - On the **Approval** tab, review the voucher header and voucher details.
  - Click the **Line Information** tab to review the voucher line information.
  - Click the **Charge Information** tab to review the charge distribution information.

Approval		Line Information		Charge Information		
Business Unit 37000		Invoice Number 01202015				
Voucher 00000001		Supplier CHANGE & INNOVATION AGENCY				
Invoice Date 01/12/2015		ID 0000000021				
<b>Voucher Details</b>						
Transaction Currency USD		Terms Sched 23 Days				
Total 60.00		Approval Status Pending				
Misc Amt 0.00		Added By AGENCY_AP_PROCESSOR				
Freight 0.00		AGENCY AP PROCESSOR				
Sales Tax 0.00		Attachments (0)				
Use Tax 0.00						
Entered VAT 0.00						
<b>Details</b> <span>Personalize   Find   View All   [?]   [X]</span> <span>First 1 of 1 Last</span>						
Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
SHARE	0000000021	Remitting Address	02/04/2015	60.00	USD	CHANGE &

Figure 37: Voucher Approval Tabs

## Accounts Payable Workflow (Cont.)

### Lecture

4. Once the voucher has been reviewed, there are three options:



Figure 38: Voucher Review Options

- Approve the voucher by clicking **Approve**. STAR then routes the voucher for an additional approvals that may be needed.
- Deny a voucher by clicking **Deny**. Add comments explaining why the voucher is denied. If it is denied, STAR sends an email and a worklist notification to the Voucher Processor. A denied voucher can be edited, saved and resubmitted for approval.
- Push back the voucher by clicking **Pushback**. If a voucher is pushed back, STAR sends an email and a worklist notification to the previous approver on the approval path. If a voucher is pushed back, add comments to explain the reason. **Note:** a voucher can only be pushed back after it has reached the second level of approval. This option is also only available when there are multiple levels of approval required for the voucher.

## Learning Checkpoint

### Instructions

Use the training materials, job aids, and UPKs to answer the questions below. The questions will gauge your knowledge of the approval workflow process.

### Questions



1. With the exception of preapproved vouchers, how many levels of approval are automatically required for vouchers entered into PeopleSoft?

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2. Describe the workflow process?

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3. What is a worklist?

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## Lesson Summary

### Objectives Achieved



Now that you have completed the AP Workflow lesson, you should be able to:

- Describe the AP Workflow process and how it's used to handle voucher processing in PeopleSoft.

## Module 2: Summary

### Objectives Achieved



Now that you have completed the Accounts Payable Workflow module, you should be able to:

- Describe the Accounts Payable Workflow in PeopleSoft.

## Course Summary

### Objectives Achieved



Congratulations! You have completed the **FIN302: Advanced Voucher** Processing course. You now should be able to:

- Upload a Voucher within PeopleSoft.
- Delete Vouchers in bulk within PeopleSoft.
- Create a Reversal Voucher to correct errors.
- Perform Voucher adjustments as needed.
- Post a Voucher within PeopleSoft.
- Unpost a Voucher in order to make appropriate adjustments.
- Close a Voucher at the end of the Voucher process.

### Next Steps

Now that you have completed the **FIN302: Advanced Voucher Processing** course, make sure that you complete the following tasks:

- Course assessment (tests your knowledge of the content)
- Course evaluation (collects course feedback)
- Log off your workstation

## Reference Materials

### Reference Materials



If you have further questions about any of the topics presented in the FIN302: Advanced Voucher Processing course, use the following resources:

#### STAR User Productivity Kits

- Understanding the Payables Control Hierarchy
- Viewing Rejected Vouchers
- Entering a Quick Invoice
- Selecting Voucher Line Updating
- Understanding WorkCenters and Dashboards
- Example of Personalizing the WorkCenter, My Work pagelet
- Example of Personalizing the WorkCenter, Links pagelet
- Example of Personalizing the WorkCenter, Queries pagelet
- Example of Personalizing the WorkCenter, Reports/Processes pagelet
- Reviewing Accounts Payables WorkCenter

#### STAR Job Aids

- Advanced Voucher Processing
  - Posting a Voucher
  - Uploading a Voucher
  - Unposting a Voucher
  - Creating a Reversal Voucher
  - Closing a Voucher
  - Performing Voucher Adjustments
- Entering Quick Invoices

For additional information:

- STAR Project Website: [starproject.wi.gov](http://starproject.wi.gov)
- STAR Intranet: <http://starconnection.wi.gov/Team>

## Glossary

### Key Terms



The following key terms are used in this course:

Term	Definition
Budget-Checking	The process of validating voucher amounts against the relevant budget amount.
Business Unit	An operational subset of an organization that enables planning of operations based on the way the organization functions. For Wisconsin, each agency is a business unit.
Chartfields	Descriptors used to categorize transactions in the PeopleSoft system. Examples include account, fund, appropriation, etc.
Combination Editing	The process of checking to see if a voucher has an allowable combination of Chartfields, e.g. fund and appropriation.
Control group	A set of Vouchers that share similar processing rules. Use of control groups are optional and dependent on the agency.
Matched Voucher	A Voucher that has been matched with appropriate document such as a purchase order receipt.